

**Frequently Asked Questions and Answers Concerning
The Adolescent Family Life Care Demonstration Grant Program**

1. **Question:** Who administers the Adolescent Family Life (AFL) Demonstration Projects Grant Program?

Answer: The Office of Adolescent Pregnancy Programs (OAPP), Office of Population Affairs, Office of Public Health and Science, U.S. Department of Health and Human Services administers the program.

2. **Question:** What is an Adolescent Family Life Demonstration Project?

Answer: An Adolescent Family Life Demonstration Project is a project of limited duration designed to test the feasibility and effectiveness of a theory or approach consistent with the purposes of the legislation. Such demonstrations must be designed in such a way that they can be assessed or evaluated using standard field research methods and replicated in similar situations.

3. **Question:** Who is eligible to receive an OAPP demonstration grant?

Answer: Eligible grant recipients are limited to public or private nonprofit organizations or agencies which demonstrate to the satisfaction of the Secretary the capability of providing the appropriate services. Faith-based organizations are eligible to apply for these demonstration grants.

4. **Question:** May an individual submit a grant application?

Answer: Grants are awarded to organizations rather than individuals. A grant application may be submitted by an individual authorized to act/sign for an organization and to assume the obligations imposed by the legislation and any additional conditions of the grant. However, the grant will not go directly to that individual but to the organization which the individual represents. The organization must establish its non-profit status prior to the issuance of a grant award and accept the responsibility for the use of Federal funds.

5. **Question:** How should applications be submitted?

Answer: Applicants should submit the original application and *two* copies. The original should be signed by the individual authorized to act/sign for the organization and to assume the obligations imposed by the legislation and any additional conditions of the grant.

Applications should be submitted on Form PHS 5161-1 with the Table of Contents, Narrative (not to exceed 50 double-space pages typed on one side of the paper), and Appendices on paper no larger than 8-1/2 x 11. The PHS 5161-1 (OS version) can also be downloaded from the INTERNET at the following address: <http://forms.psc.gov/forms/PHS/phs.html> The form is also available as a fill-in word file. All pages must be numbered. Applications should be either

secured in the upper left corner (no staples) or attached with rubber bands. Applicants should **not** use covers, binders or tabs and should not include extraneous materials such as agency promotional brochures, slides, tapes, film clips, computer diskettes, etc. It is not feasible to use such items in the review process, and they will be discarded if included.

Applications delivered by the U.S. Postal Service, by a commercial carrier such as Federal Express, or hand-delivered must be submitted to: Grants Management Office, OPA, 4350 East-West Highway, Suite 200, Bethesda, MD 20814.

Applications sent by FAX will not be accepted.

6. **Question:** Are AFL Demonstration projects subject to Intergovernmental Review under Executive Order 12372?

Answer: Yes. Applicants should contact the State Single Point of Contact (SPOC) if the state in which services will be provided participates in this review process. The most current list of SPOCs, as well as a list of those states not participating, is included in this application kit. An applicant may comply with this requirement by submitting a copy of the application to the state SPOC in which the applicant is located at the same time the application is submitted to OAPP.

7. **Question:** Are there any other non-Federal reviews required for the Demonstration grant applications?

Answer: Yes. The Governor of the State in which services will be provided must be given 60 days to comment on the application. In order to comply with this requirement, an applicant can mail a copy of their application to the Governor of their State **at the same time the application is mailed to OAPP**. To inform the Governor's office of the reason for the submission, a copy of this notice should be attached to the application.

8. **Question:** What is the Catalog of Federal Domestic Assistance number?

Answer: All Federal domestic assistance programs are assigned an identifying number by the Office of Management and Budget. OAPP's number for AFL demonstration projects is 93.995. These numbers are used as a reference to available programs and are published in a complete catalog for easy access by any interested organizations or members of the public.

9. **Question:** Should the application narrative be submitted in a specific format?

Answer: Yes. A suggested outline is provided in the Program Narrative: General Guidance section of this application kit. The typed, double-spaced, 50 page limitation (plus appendices) should be observed (see Enclosure #6). **All pages in the application should be numbered.**

10. **Question:** How many years of funding may an applicant request?

Answer: Grants may be approved for project periods of up to five years. Grants are funded in annual increments (budget periods). Funding for all approved budget periods beyond the first year of the grant is contingent upon the availability of funds, satisfactory progress of the project, and adequate stewardship of Federal funds. The awards for demonstration projects under this announcement will range from \$250,000 to \$350,000 per year.

11. Question: What is a project period and a budget period?

Answer: The project period is the total time for which support of a project has been programmatically approved by OAPP. For budgetary and reporting purposes, funding is provided in annual increments called budget periods.

12. Question: Is there a limit to the amount of Federal participation in a project?

Answer: Under the terms of Title XX, Federal participation in an AFL demonstration project may not exceed 70 percent of the total cost of the project for the first and second years, 60 percent for the third year, 50 percent for the fourth year and 40 percent for the fifth and final year. For example, if you are requesting \$100,000 of federal funds for the first year of your program, then the formula would be used as follows:

$$\$100,000 / .70 \times .30 = \$42,857 \text{ (non Federal funds or match needed)}$$

13. Question: May the limits of Federal participation be waived?

Answer: Yes. However, criteria for evaluating a request for a waiver of Federal participation requirements will not be known until final regulations for the program are published. It is anticipated that few if any waivers of the Federal participation requirements will be approved.

14. Question: What are the usual sources of matching or other non-Federal funds?

Answer: Matching funds may be obtained from State and local governments, donations, foundations and the documented valuation of in-kind contributions.

15. Question: What are in-kind contributions, and may they be used to meet the matching requirements?

Answer: In-kind contributions represent the value of non-cash contributions provided by the grantees or third parties and may be used to meet matching requirements. In-kind contributions may consist of charges for real property and nonexpendable personal property, and the value of goods and services directly benefitting and specifically identifiable to the grant-supported activity. All in-kind contributions must be fairly valued, fully documented and audit able.

16. **Question:** May other Federal funds be used as matching funds?

Answer: Generally, no. However, some funds collected on a fee-for-service basis (i.e., Title XIX funds) may be used for matching provided the grantor agency approves it in advance. In some circumstances other Federal legislation authorizes the use of Federal funds for matching purposes, for example, Revenue Sharing.

17. **Question:** Must Adolescent Family Life Demonstration projects charge fees for services?

Answer: Yes. Section 2004(c) of the Title XX statute states that AFL Demonstration project grantees "...shall charge fees for services pursuant to a fee schedule approved by the Secretary as part of the application described in sec. 2006..."

18. **Question:** How are fees for services to be determined?

Answer: Fees for services are to be based on all reasonable direct and indirect costs incurred in the provision of the service.

19. **Question:** Must full fees for services be charged to all clients?

Answer: No. The amount of a fee to be charged shall be adjusted on the basis of the ability of the eligible person to pay.

20. **Question:** May an AFL Demonstration project deny services because of a client's inability to pay?

Answer: No. A grantee under this program may not, in any case, discriminate with regard to the provision of services to any individual because of the individual's inability to provide payment for such services, except that in determining the ability of an unemancipated minor to provide payment for services, the income of the family of an unemancipated minor shall be considered in determining the ability of such minor to make such payments unless the parents or guardian of the unemancipated minor refuse to make such payments.

21. **Question:** Must a fee schedule be submitted with a grant application?

Answer: Yes. A description of the schedule of fees and the corresponding schedule of discounts must be provided in the application (see sec. 2006(a)(1 6) of the PHS Act). An example Fee Schedule is included in the application kit.

22. **Question:** What happens to monies collected by projects as fees?

Answer: They are put back into the program, as mandated in the legislation.

23. **Question:** Does Title XX specifically exclude using OAPP grant funds for any activity?

- Answer:**
- A. Yes. Section 2004(b) prohibits the use of AFL grant funds for the provision of family planning services other than counseling and referral services unless appropriate family planning services are not otherwise available in the community.
 - B. OAPP funds may not be used to supplant or substitute for costs currently funded from any other source.
 - C. Section 2011(a) prohibits projects from providing abortions, abortion counseling, or referral either directly or through subcontract and from advocating, promoting or encouraging abortion.
 - D. For a description of the allowability of specific costs, see Administration of Grants, Federal Regulations, Title 45, Part 74, Subpart O.

24. Question: What are indirect costs (IDC)?

Answer: Indirect costs are costs incurred by an organization that are not readily identifiable with a particular project or program but are nevertheless necessary to the operation of the organization and the performance of its programs. The costs of operating and maintaining facilities (utilities) and administrative salaries are examples of the types of costs that are usually treated as indirect costs.

25. Question: Are indirect costs allowable under this program?

Answer: Yes, provided that the applicant has a negotiated indirect cost (IDC) rate agreement with HHS or any other Federal agency, or, if not, the applicant submits a proposal to establish an indirect cost rate agreement no later than three months after the beginning date of the grant budget period. IDC proposals are submitted to the Division of Cost Allocation in the appropriate HHS Regional Office. Applicants which have a negotiated IDC rate should submit a copy of the agreement with the application.

26. Question: How detailed should the budget be?

- Answer:**
- A. In filling out Form 424A (budget information), applicants should be sure to complete Section B, Column 2 to include matching funds for each budget line item and to indicate totals in Column 5.
 - B. In addition, applicants should include, on a separate sheet, each personnel position, annual salary, percent of time of project, and total Federal funds requested.

- C. Applicants should also include a budget narrative which justifies each of the budget categories.

27. **Question:** How are the terms "network", "partnership", and "linkage" defined?

Answer: A network, partnership, or linkage exists when one agency, acting as an anchor or broker, contacts other agencies which provide for the delivery of services necessary to a comprehensive program and takes responsibility for assuring that all services are in place and delivered. A statewide network also may be created to link a diverse group of agencies at State and local levels.

28. **Question:** May referrals be counted as services? For example, if a program does not provide a particular service essential to the program, may it refer clients to another agency for this service?

Answer: Yes. However, it is not enough simply to make the referral or to call another agency and ask if it will provide the service. An acceptable referral process must include a mechanism for making referrals, a procedure for follow-up of referrals, and a method to evaluate the success of the process in terms of impact on client outcomes. A letter of agreement with each referral agency should be written, signed by the agency, and attached to your application. A letter of agreement should include a specific description of the service(s) the referral agency is agreeing to provide upon funding.

29. **Question:** Does Title XX law require the project to involve a university or college in the performance of the independent evaluation?

Answer: Yes. However, the independent evaluation may be conducted through another entity with staff from a college or university involved in the monitoring and evaluation of the project. The entities to be involved in the evaluation must be identified, their roles clearly described and their capability documented in the proposal. Their role and willingness to participate in the project should be specified in the written agreement included in the proposal.

30. **Question:** May an applicant/grantee to contract with an evaluator affiliated with a research organization rather than with a local college or university?

Answer: Yes. However, the applicant/grantee must still have a working relationship with someone from a college or university in the applicant's state who will serve as a consultant to the program.

31. **Question:** Is it possible to spend more for evaluation of the OAPP sponsored grant than the five percent limit cited in sec. 2006(25)(b)(1) of the law?

Answer: Yes. Waivers above the five percent limit on evaluation may be granted in cases where a more rigorous or comprehensive evaluation effort is proposed (see sec. 2006(b)(1)). As this is a demonstration program, all applications are required to have an evaluation component of high

quality consistent with the scope of the proposed project and the funding level. All project evaluations should monitor program processes to determine whether the program has been carried out as planned and measure the program's outcomes.

32. Question: What is the latest date the grant awards can be issued?

Answer: Grant awards under this program announcement must be issued no later than September 30, 2001.

33. Question: Who will make the funding decisions?

Answer: Final grant award decisions will be made by the Deputy Assistant Secretary for Population Affairs, who will take into consideration a review by a multidisciplinary panel of independent reviewers in accordance with objective review criteria as stated in the program announcement.

34. Question: If a program receives technical assistance from OAPP during the application process, does this assistance give the applicant priority for funding?

Answer: No. An applicant who receives technical assistance from OAPP during the application process will not receive any special consideration for funding.

35. Question: Will OAPP extend the deadline for submission of applications?

Answer: No.

36. Question: Does OAPP provide any technical assistance to grantees who have been awarded an AFL grant?

Answer: Yes. Project Directors and Program Evaluators are required to attend an annual meeting which provides assistance in the area of program development, evaluation, AFL policy and many other areas of interest. Travel and logistics for annual and initial orientation meetings must be estimated and included in the applicant's budget. OAPP also provides annual technical assistance workshops for grantee staff in a variety of areas and locations across the country. Travel and logistics related for these training workshops are arranged and paid for by Development Systems, Inc. (DSI), a grantee responsible for conducting technical and training for OAPP programs. Additionally, each grantee will have a Project Officer assigned to the project. The OAPP Project Officer provides one-on-one technical assistance via phone, site visit, and mail.

Frequently Asked Questions and Answers Concerning Curriculum Materials

Special Note: As a condition of the Notice of Grant Award AFL grantees are required to submit for review and approval informational, educational, curriculum materials and any printed materials proposed for use within the AFL project (i.e., curricula, text books, videos, tapes, posters, pamphlets, books, handouts, websites, etc.). The review ensures that the materials used in AFL programs are medically accurate, do not teach or promote religion, and do not violate the abortion restrictions. For your convenience we have included a list of Curricula that have been reviewed and approved for use in AFL Care Projects.

1. **Question:** Must we use curriculum materials for the proposed project?

Answer: No. Under this announcement, applicants are not required to use any curriculum materials within the AFL care project.

2. **Question:** If we choose to use curriculum materials, must we use a curriculum from the approved list?

Answer: An applicant may propose to use existing educational materials to implement their demonstration project as long as it meets certain requirements and receives approval from OAPP prior to use in the project. It must be medically accurate, must not promote religion, and must remain neutral on abortion. A limited, neutral definition of abortion is permitted. However, a discussion of abortion is not appropriate.

If your curriculum is not on the approved AFL Curriculum List, it may be disapproved or may not have been reviewed. If it has been disapproved, you will need to choose another curriculum. If it has not been reviewed, you should add about six weeks to your timetable for OAPP review and approval as well as an additional three weeks for your staff to make any required modifications to the curriculum.

3. **Question:** How much time should I incorporate for getting materials approved?

Answer: You should plan for an average of four weeks from the time OAPP receives the materials to the time you are notified of the material's status ("approved," "approved with modifications," or "disapproved"). If your materials are "approved with modifications," you should plan for extra time to make the required changes.

4. **Question:** Can I include the cost of curricula and educational materials in my grant?

Answer: Yes, you may include the cost of the materials as well as other costs associated with using a particular curriculum.

5. **Question:** Can I include the cost of staff training by the curriculum developers in my grant?

Answer: Yes, you may include the cost of the training in your budget. Many of the developers of the curricula have training available to assist programs in implementing their curriculum materials.

6. **Question:** Must I use only one curriculum?

Answer: You may use one or more curricula in your project. You may also use parts of several different curricula. However, all of the curricula materials must be reviewed and approved by OAPP prior to use in the funded project.

7. **Question:** What curriculum and/or curriculum materials should I submit with my application?

Answer: You should identify the curriculum that you propose to use (title, author, publisher, publisher's address, copyright date, and edition). Once funded, you will be required to provide the OAPP Medical Education Specialist with a list of all curricula and materials that will be used in your project. The Medical Education Specialist will let you know what materials you will need to submit for OAPP review. If funded, it is important that you have included in your budget the cost of a duplicate set of written materials that will be retained in the OAPP files. This does not apply to videos.